



Mission Support Alliance

Statement of Work

Title: Drafting Support for MSA EU, ITE and other Engineering Assignments

Revision Number: 0

Date: 12/7/2016

1.0 INTRODUCTION / BACKGROUND

To provide support to MSA Information Technology Engineering (ITE), Electrical Utilities (EU) projects and other MSA engineering activities; drafting support is needed to assist in telecommunications, information technology, electrical and other engineering disciplines.

The Subcontractor is required to provide staff augmentation support as set forth herein:

2.0 OBJECTIVE

The Subcontractor will furnish an experienced drafter to provide staff augmentation support to ITE and EU groups through MSA Central Engineering, as noted below.

3.0 DESCRIPTION OF WORK – SPECIFIC

The Subcontractor shall provide qualified staff augmentation drafter support as appropriate and requested by the Buyer Technical Representative (BTR) for tasks including but not limited to the following:

- Support preparation of Facility Modification Packages (FMPs) working closely with MSA engineers.
- Update engineering drawings, incorporating changes from FMPs and various project documentation.
- Maintain configuration control of engineering drawings designated as “essential” and “support” level.
- Support other requests as directed by the Lead Designer, such as preparing tables, charts, figures, and sketches for documents.
- Provide multi discipline (e.g. mechanical, electrical, civil, structural) drafting support to MSA Central Engineering as directed by the Lead Designer.

Schedule of work will be mutually agreed upon between the Subcontractor and the BTR.



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4.0 QUALIFICATIONS

A. The Subcontractor is to provide staff to satisfy the following qualifications:

REQUIRED QUALIFICATIONS:

- A minimum of 5 years of drafting experience.
- A minimum of 3 years using AutoCAD drafting software, with recent experience using current versions of the software (2014 version or better).
- High school diploma or equivalent.
- Drafter expertise in electrical, telecommunications and information technology engineering disciplines with experience in mechanical, civil, and structural engineering disciplines.

DESIRED QUALIFICATIONS:

- A.A. degree.
- AutoCAD certification from accredited institution.
- Prior experience with Hanford Site drawing standards and configuration management processes.

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualifications, and certification requirements as applicable.

5.0 REQUIREMENTS

General

Subcontractor shall operate to MSA policies, procedures, and processes. MSA will supervise and direct the day to day work activities of the Subcontractor's personnel.

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On-Site Services Special Provisions, will apply to Subcontractor personnel.

5.1 Engineering Requirements

Not Applicable.



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5.2 Environmental, Safety & Health Requirements

The Subcontractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Subcontractor shall comply with, and assist the Buyer in complying with environmental and safety requirements of all applicable laws, regulations and directives.

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of environmental and safety functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. As a minimum, the Subcontractor shall:

- Thoroughly review the defined scope of work;
- Identify hazards and environmental and safety requirements;
- Analyze hazards and implement controls;
- Perform work within controls; and
- Provide feedback on adequacy of controls and continue to improve safety management.

The Subcontractor shall flow down all environmental and safety requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

5.3 Quality Assurance Requirements

The work activities for this statement of work shall be performed in accordance with the following MSA Quality Assurance Program and procedures.

5.4 Government Property

Not Applicable

6.0 PERSONNEL REQUIREMENTS

6.1 Training

A. Hanford site-specific general training requirements to safely perform this work will be designated by the Buyer's Technical Representative (BTR).

B. The following types of training qualifications are required:



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- Hanford General Education Training (HGET)/MSA General Education Training (MGET) is required.
- Other site specific training may be required as determined during performance of this scope of work.

6.2 Security and Badging Requirements

- A. For any on site work, see Special Provisions – On-Site Services for details.
- B. The Subcontractor shall wear a Buyer-issued security badge identifying themselves. A minimum of two working days advance notice is needed for site badging.
- C. Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

D. Will the Subcontractor require an access authorization (security clearance)? NO.

6.3 Work Location/Potential Access Requirements:

Must be badged for on-site work. Exact work location will be TBD, but will be in the 200 East Area, primarily in or near 2751E.

6.4 Site Access and Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 6:00 am and 4:30 pm, with one-half hour designated as an unpaid period for lunch, Monday through Thursday.

Work performed outside normal operating hours shall be coordinated and/or approved through the BTR and/or the Contract Specialist prior to performing the work.

7.0 MEETINGS, SUBMITTALS

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR).

8.0 SCHEDULE REQUIREMENTS

8.1 Schedule

Start date: Date of Award

Completion date: 9/30/2017